



Job Title: Part-Time People Engagement Coordinator

Department: Human Resources

Reports To: People & Culture Manager

Status: Part-time - Non-Exempt – Safety Sensitive

Position Summary:

Girl Scouts Western Oklahoma is seeking an energetic and relationship-driven **Part-Time People Engagement Coordinator** to expand and support our volunteer and intern base. This role will focus on building strong partnerships with schools, businesses, and community organizations, while ensuring that volunteers and interns are properly recruited, vetted, and matched with opportunities that align with their interests and our organizational needs. The recruiter will play a crucial part in growing community engagement and supporting multiple departments in their event and operational staffing.

Key Responsibilities:

- **Recruitment & Outreach**
 - Attend job fairs, volunteer expos, and community outreach events to actively recruit volunteers and interns.
 - Develop and maintain strong relationships with local high schools, colleges, universities, and trade programs to source interns and volunteers.
 - Partner with corporations, civic groups, and community organizations to build sustainable pipelines for volunteer support.
 - Source volunteer help from existing Girl Scout membership database.
 - Represent the organization in a professional and engaging manner at all outreach events.
- **Volunteer & Intern Management**
 - Create and maintain a comprehensive volunteer and intern database, tracking placements, hours, interests, and performance.
 - Coordinate onboarding processes including applications, interviews, reference checks, and background screenings.
 - Match volunteers and interns with suitable roles across departments and events based on interests, skills, and availability.
 - Provide ongoing support and communication to volunteers and interns to ensure positive experiences and retention.
 - Address and resolve any issues or conflicts that may arise with volunteers or interns professionally and in alignment with Girl Scouts values.
- **Administrative Duties**
 - Order and track background checks for volunteers in compliance with organizational policies.

- Collaborate with internal departments to forecast and fulfill volunteer and intern needs for events, programs, and day-to-day office support.
- Develop recruitment materials and manage online postings for internships and volunteer opportunities.
- Track recruitment metrics and report progress regularly to leadership.

Human Resources Support

- Assist with recruiting, interviewing, and onboarding seasonal camp staff and other employees as needed.
- Maintain and organize personnel files in accordance with confidentiality and compliance guidelines.
- Conduct data entry and file updates in HR systems or tracking documents.
- Provide general administrative support for the HR department, including scheduling, communications, reporting, payroll and benefits.
- Support other HR initiatives or special projects as assigned.

Qualifications:

- Bachelor's degree or currently pursuing a degree in Human Resources, Public Administration, Nonprofit Management, or related field (or equivalent experience).
- 1+ year of experience in volunteer coordination, recruitment, human resources, or community outreach preferred.
- Strong interpersonal, communication, detail oriented and networking skills.
- Demonstrated ability to manage multiple priorities and work with diverse groups.
- Comfortable working independently and collaboratively across departments.
- Proficiency with Microsoft Office, Paylocity, Social Media Platforms, Job Boards (such as LinkedIn, Handshake, Indeed, etc.) and other databases
- Must be willing to work occasional evenings or weekends as needed for events or outreach.
- Must have a valid driver's license

Preferred Skills:

- Experience working with youth-serving or nonprofit organizations.
- Familiarity with Girl Scout values, programs, or similar mission-driven work.
- Bilingual skills are a plus.

ADDITIONAL JOB REQUIREMENTS

- Clearance of background check and drug screen.
- Become a registered member of GSUSA.
- Access to reliable transportation.
- Must carry and show proof of 100/300/100 liability coverage on personal vehicle.

SELECTIVE ABILITIES & PHYSICAL DEMANDS: *The incumbent must be able to perform the following qualifications in order to be offered and/or maintain employment in this position.*

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- Physical ability to frequently stop, kneel, bend, crouch, and reach overhead.
- Use of light force to lift, carry, push, pull, or move objects up to 20 pounds.
- Must be available to work frequent weekends and evenings/nights.
- This position requires the ability to remain stationary and to use a computer monitor, keyboard, and mouse for extended periods of time.
- Must be able to speak and communicate clearly, such as in public speaking engagements.
- Other demands, as determined by the council.

WORK ENVIRONMENT

The employee will work in an office environment and in close quarters with other staff and clients. The noise level in the work environment varies from moderate to loud; hectic situations can occur.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

As an employee, you are a representative of Girl Scouts Western Oklahoma and people form their impressions of the council in part, based on their interaction with you. Every personal contact is with a current or potential donor to the council, thus the impression we make through community and professional contacts, and involvement in collaborations with agencies, groups or organizations is important. Fund Development and Membership Recruitment is a role assumed by all staff positions.

The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills and abilities.

I have read and understand the position description. I further understand and acknowledge that this current position description supersedes all former versions and shall in all instances apply.

Employee Name (Printed)

Employee Signature

Date